

# FINANCE OPERATIONS

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## Introduction

The *Finance Operations* chapter describes the Finance Operations module and the Financial System Security and the Finance Approval components. When you define global database parameters to the system and assign security to users at your site, you will use the forms documented in this chapter. Features supported by the Finance Operations module and the Financial System Security component follow.

- Establishment of database security and user profile set-up
- Rule group and rule class security
- Fund, fund type, and organization level security
- Journal voucher, encumbrance, invoice, requisition, purchase order, and change order approvals
- General person identification, name/ID, and entity searches
- System-wide sequence number generation and maintenance for documents and reports
- Finance reports with query capability

**Note:** Some forms have online help that replaces the information normally provided in this user manual. Please see the online help in Banner for this information. More details about online help appear in Chapter 2, *Using Banner*.

## Menu Navigation Table

If you know the seven-letter name of the form you want to access, you may use Direct Access to bypass the intervening menus. To use Direct Access at any menu, enter the seven-letter name of the form you want at the Direct Access prompt. Instructions for accessing menus are in Chapter 2, *Using Banner*, in this manual.

Access this menu from the Finance System Menu (\*FINANCE).

|         |                                                                                                                                                                |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FOICOMP | “Finance Non-Person Search Form (FOICOMP)”<br>Enables you to query companies, entities, and IDs other than those for individuals.                              |
| FOIDOCH | “Document History Form (FOIDOCH)”<br>Provides an online display of the processing history for a document by a selected document type and code.                 |
| FOIIDEN | “Finance Person Search Form (FOIIDEN)”<br>Enables you to make an online alphanumeric phonetic query of the name or ID for an individual person in your system. |
| FOAIDEN | “Person Identification Form - Finance (FOAIDEN)”<br>Enables you to establish and maintain an ID number for a person or entity.                                 |
| FOAPERS | “Finance General Person Form (FOAPERS)”<br>Enables you to enter personal data for an individual with an established identification number.                     |

|          |                                                                                                                                                                                                       |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FTMDTYP  | “Document Type Maintenance Form (FTMDTYP)”<br>Enables you to define document type codes and descriptions.                                                                                             |
| FOASEQN  | “Sequence Number Maintenance Form (FOASEQN)”<br>Enables you to create and maintain system-generated sequence numbers for documents and other numbered items by code and description.                  |
| FOMFSEQ  | “Document Number Management Form (FOMFSEQ)”<br>Enables you to set up document code prefixes and sequence numbers.                                                                                     |
| FOATELE  | “Telephone Form - Finance (FOATELE)”<br>Enables you to associate multiple phone numbers with an ID and an address type.                                                                               |
| FTIIDEN  | “Entity Name/ID Search Form (FTIIDEN)”<br>Enables you to search the Finance database for specific persons, entities, and ID numbers.                                                                  |
| *FINSECR | “Financial System Security Menu (*FINSECR)”<br>Provides access to the forms you need to establish system wide parameters, security user IDs, and access privileges to the data in the Finance System. |
| *FINAPPR | “Finance Approval Menu (*FINAPPR)”<br>Provides access to the forms used to define and maintain approvals processing.                                                                                  |

## Financial System Security Menu (\*FINSECR)

Access this menu from the Finance Operations Menu (\*FINOPER).

|         |                                                                                                                                                                                                                                                              |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FOMPROF | User Profile Maintenance Form<br>Enables you to establish a user's global security access and overage allowances.<br>Documentation for this form appears as online help.                                                                                     |
| FOASYSC | System Control Maintenance Form<br>Documentation for this form appears as online help.                                                                                                                                                                       |
| FOMRGRC | “Rule Group/Rule Class Security Maintenance Form (FOMRGRC)”<br>Enables you to link rule classes to rule groups.                                                                                                                                              |
| FOMPRRG | “Form/Process to Rule Group Maintenance Form (FOMPRRG)”<br>Enables you to link rule groups to forms and processes.                                                                                                                                           |
| FOMUSFN | “Fund/Fund Type Security Maintenance Form (FOMUSFN)”<br>Enables you to define fund and/or fund type codes to user IDs.                                                                                                                                       |
| FOMUSOR | “Organization Security Maintenance Form (FOMUSOR)”<br>Enables you to establish user-organization security access.                                                                                                                                            |
| FOMUSRG | “Rule Group Security Maintenance Form (FOMUSRG)”<br>Enables you to establish rule group-user ID relationships.                                                                                                                                               |
| FUVPROF | “User Profile List Form (FUVPROF)”<br>Provides an online list of all of the users currently assigned to your system along with their corresponding user ID number, their assigned chart of accounts, and the most recent activity date recorded by the user. |

## Finance Approval Menu (\*FINAPPR)

Access this menu from the Finance Operations Menu (\*FINOPER).

|         |                                                                                                                                                                   |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FOAUAPP | “User Approval Form (FOAUAPP)”<br>Provides an online list of unapproved documents by document type.                                                               |
| FOAAINP | “Document Approval Form (FOAAINP)”<br>Provides a display of all the queues/levels responsible for the approval of a specified document.                           |
| FOIAINP | “Approvals Notification Form (FOIAINP)”<br>Provides a list of documents that you need to approve if the system shows your user ID to be the <i>next</i> approver. |

|         |                                                                                                                                                            |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FOIAPPH | “Document Approval History Form (FOIAPPH)”<br>Provides an online display of the approval history for a specified document.                                 |
| FOIAPHT | “Approval History Form (FOIAPHT)”<br>Provides an online display of documents sorted by document code.                                                      |
| FOMAQRC | “Approval Queue Routing Codes Form (FOMAQRC)”<br>Enables you to establish routing paths for documents by document type, rule group, and chart of accounts. |
| FTMAPPQ | “Approval Queue Maintenance Form (FTMAPPQ)”<br>Enables you to establish document approval queues and optionally associate next queues.                     |
| FTVAPPQ | “Approval Queue Validation Form (FTVAPPQ)”<br>Enables you to view valid approval IDs, descriptions, and queue limits.                                      |
| FOADOCU | “Document by User Form (FOADOCU)”<br>Displays an online list of all documents for a specific user.                                                         |

## Finance Operations Forms

This section provides you with examples and descriptions for each form within the Finance Operations module.

This menu provides access to forms for the overall management of the Finance System. You can use these forms to enter persons and non-persons into the database, run comprehensive searches, maintain document types, obtain document history and NSF information, and run reports and queries.

Forms in this section flow in the order that they appear on the Finance Operations Menu (\*FINOPER). The Finance Operations Menu provides access to the forms and submenus used for Finance System management, approvals processing, and security.

Each form contains a description, instructions on how to use the form, essential field information, and a navigational guide.

For more detailed information on how to use these forms, refer to Chapter 3, *Processing*.

### Finance Non-Person Search Form (FOICOMP)

The Finance Non-Person Search Form enables you to query companies, entities, and IDs other than those for individuals. Access this form from the Finance Operations Menu (\*FINOPER).

Enter a possible spelling of the name you want in the Name field. Select Execute Query, or select Search. All matching names default. You may query any of the fields.

If you enter a partial name, use the percent sign (%) as a wildcard. This tells the system that you want to view all names containing the letter combination you specify. For example, enter *%ton* to view all names ending in *-ton*, enter *And%* to view all names beginning with *And-*, or enter *%bel%* to view all names containing the *-bel-* letter combination.

This query-only form opens in query mode.

| Fields    | Descriptions / Buttons                                                                                                                                                                                                                                                                                            |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID        | Banner ID of the company or entity you want to look up. If you do not know the ID number, you may enter a portion of the identification number with the percent sign(%) as a wildcard. The system will display all ID numbers with the specified combination. i.e.: "123%"                                        |
| Name      | Name of the company or entity you want to look up. If you do not know the name you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, enter "ALL%" to retrieve all records beginning with "ALL"    |
| Chg       | Indicates wether the user wants to retrieve a listing of companies that have had a change in their Name (N) or ID number (I).                                                                                                                                                                                     |
| Birthdate | Birthdate of a company or entity. Enter the date in DD-MMM-YYYY format and execute query to retrieve all records with that specific birthdate. If you don't know the date, use the (%) as a wildcard. For example, enter "%%-%%%-1997" to retrieve all records with birthdates of 1997.                           |
| Type      | Code representing the name type. If you do not know the name type, request a List or double click the field. This takes you to the Name Type Validation list (GTVNTYP). Select a name type and execute a query to retrieve all names in that category. <div>(lookup)ListName Type Validation list (GTVNTYP)</div> |

Name Search by Soundex Window

Use the Soundex Search Window if you know the approximate spelling of the non-person entity for which you want to search. Access this window by selecting Name Search by Soundex in the options list.

| Fields                 | Descriptions / Buttons                                                                                                                                                                             |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sounds Like...<br>Name | Text string representing the name you want to retrieve. Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string. |

## Document History Form (FOIDOCH)

The Document History Form provides an online display of the processing history for a document by a selected document type and code. Access this form from the Finance Operations Menu (\*FINOPER).

In addition to the Finance Operations Menu (\*FINOPER), you can access the Document History Form from the following Finance System menus:

- Accounts Payable Query Menu (\*FINAPQRY)
- Purchasing Query Menu (\*FINPOQRY)
- Stores Inventory System Menu (\*FINSTORES)

To refresh the window and query a new document, select Redisplay.

Enter the Doc (Document) Type and select Next Item. Enter the Doc Code. Select Next Block.

The Document History windows display.

You may scroll through multiple values for each window.

Select View Status Indicators in the options list to access the Status Indicators Window. Select the Information link in the options list to open the query form for the specified type of document. For example, if the Doc Type is *INV* (invoice), select *Invoice* Information from the options list to access the Invoice/Credit Memo Query Form (FAIINVE).

FOIDOCH displays windows with related document numbers for Requisitions, Bids, Purchase Orders, Change Orders, Issues, Invoices, Checks, Returns, Receiving Documents, Fixed Asset Adjustments, Fixed Asset Origination Tags and Fixed Asset Permanent Tags.

The system displays a window for all of the valid document types. Each purchasing and payable transaction that relates to the specified document number appears within the window of the appropriate document type. For example, enter an invoice document number. The system displays the invoice number, request, and purchase order for a transaction that has these documents as part of its processing flow.

If necessary, you can use the scroll bar or select Next Record to scroll through the list of documents. You can navigate through these windows by selecting Next and Previous Block or by clicking on the desired window.

FOIDDOCH displays the status of each document.

In addition to the document number, the system indicates the status of each document. For instance, A purchase order with an A indicates that the document has an approved status.

| Fields   | Descriptions / Buttons                                                                                                                                                                                                         |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Doc Type | Code representing the type of document. If you do not know the document type, request a List. This takes you to the Document Type List (FTVDTYP).<br><div>(lookup)ListDocument Type List (FTVDTYP)</div>                       |
| Doc Code | Code representing the document. If you do not know the document code, request a List. This takes you to the Validation form corresponding to the Doc Type.<br><div>(button)Validation form corresponding to the Doc Type</div> |

Status Indicators Window

In addition to the document number, the system displays an indicator for each document which denotes its current status. The status code appears in the one-character column to the right of the document number in each window.

Select View Status Indicators from the options list of the main window of FOIDDOCH to access the Status Indicators Window. The Status Indicators Window provides a list of each status code indicator and its corresponding definition.

Finance Person Search Form (FOIIDEN)

To view all names in the Finance database, leave the name fields blank and execute the search. To narrow your query, enter a value in the name fields.

This is a query-only form.

*Search Identifiers*

N displays in the Chg field signifying a name change was made to that record. I displays in the Chg field signifying an ID change occurred to that record.

| Fields      | Descriptions / Buttons                                                                                                                                                                                                                                                                                                              |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID          | Banner ID number of the person you want to look up. If you do not know the ID number, you may enter a portion of the identification number with the percent sign (%) as a wildcard. The system will display all ID numbers with the specified combination. i.e.: "123%"                                                             |
| Last Name   | Last name of the person you want to look up. If you do not know the person's last name you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, "An%; %der%; %son"                                                     |
| First Name  | First name of the person you want to look up. If you do not know the person's first name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, "B%" will display all first names beginning with B.                 |
| Middle Name | Middle name of the person you want to look up. If you do not know the person's middle name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example "C%" will display all middle names (or initials) beginning with C. |
| Chg         | Indicates whether the user wants to retrieve a listing of persons that have had a change in their Name (N) or ID number (I).                                                                                                                                                                                                        |
| Birthdate   | Birthdate of the person on record. Display only.                                                                                                                                                                                                                                                                                    |
| Type        | Code representing the name type. If you do not know the name type, request a List or double click the field. This will take you to the Name Type Validation List (GTVNTYP). Select a name type from the list and execute query to retrieve all names in that category.                                                              |
|             | (lookup)      List      Name Type Validation list (GTVNTYP)                                                                                                                                                                                                                                                                         |

### Name Search by Soundex Window

Use the Soundex Search Window if you know the approximate spelling of the non-person entity for which you want to search. Access this window by selecting Name Search by Soundex in the options list.

| Fields                 | Descriptions / Buttons                                                                                                                                                                             |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sounds Like...<br>Name | Text string representing the name you want to retrieve. Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string. |

## Person Identification Form - Finance (FOAIDEN)

Use the Identification Form to establish and maintain an ID number for a person or entity. Access this form from the Finance Operations Menu (\*FINOPER).

You must enter both first and last names for the Person Name Information feature, or you must supply text for the Non-Person Name Information feature. You cannot supply both person and non-person name information under the same ID.

Along with FOAIDEN, you may use the following forms to define persons/entities to the Finance system:

- Employee Maintenance Form (FCAEMPL)
- Agency Code Maintenance Form (FTMAGCY)
- Customer Maintenance Form (FTMCUST)
- Financial Manager Maintenance Form (FTMFMGR)
- Investment Manager Maintenance Form (FTMIMGR)
- Vendor Maintenance Form (FTMVEND)

Select Save when you finish entering the person or entity information.

| Fields                           | Descriptions / Buttons                                                                                                   |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Generate ID                      | Select the Generate ID button to assign an ID number.                                                                    |
| ID                               | Banner ID number of the individual or entity. Enter NEXT to have the system assign the next available sequential number. |
| (Header<br>Information<br>block) | Select the search button to search for an individual or company.                                                         |
|                                  | (button) List Finance Person Search Form (FOIIDEN)                                                                       |
|                                  | (button) List Finance Non-Person Search Form (FOICOMP)                                                                   |

| Fields                         | Descriptions / Buttons                                                                                                                                                                                                                                                 |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID                             | ID number of the individual or entity.                                                                                                                                                                                                                                 |
| (Current Identification block) |                                                                                                                                                                                                                                                                        |
| Name Type                      | Code representing the name type. If you do not know the name type, request a List or double click the field. This will take you to the Name Type Validation List (GTVNTYP). Select a name type from the list and execute query to retrieve all names in that category. |
|                                | (lookup)      List      Name Type Validation list (GTVNTYP)                                                                                                                                                                                                            |
| Last Name                      | Individual's last name. Required when creating a new record. This field is active and may be overwritten if you are making changes to an existing record. 60-character limit.                                                                                          |
|                                | (button)      List      Entity Name/ID Search Form (FTIIDEN)                                                                                                                                                                                                           |
| First Name                     | Individual's first name. Required when creating a new record. This field is active and may be overwritten if you are making changes to an existing record. 15-character limit.                                                                                         |
|                                | (button)      List      Entity Name/ID Search Form (FTIIDEN)                                                                                                                                                                                                           |
| Middle Name                    | Individual's middle name. Optional when creating a new record. This field is active and may be overwritten if you are making changes to an existing record. 15-character limit.                                                                                        |
| Prefix                         | Individual's prefix of name, for example, Mr., Miss, Ms., Mrs.; This field is active and may be overwritten if you are making changes to an existing record. Optional. 20-character limit.                                                                             |
| Suffix                         | Individual's suffix of name, for example, Jr., Sr.; This field is active and may be overwritten if you are making changes to an existing record. Optional. 20-character limit.                                                                                         |
| Name                           | Company's or entity's name (required, however you cannot supply both person and non-person name information under the same ID.) 60-character limit.                                                                                                                    |

### Alternate Information Window

Use the Alternate Information Window to enter an alternate name for a person or company. Access this window by selecting Previous Identification from the options list.

Select Save when you finish entering the alternate name information.

| Fields           | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                         |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alternate ID     | Alternate ID number of an individual or entity.                                                                                                                                                                                                                                                                                                |
| Last Name        | Alternate last name of an individual.                                                                                                                                                                                                                                                                                                          |
| First Name       | Alternate first name of an individual.                                                                                                                                                                                                                                                                                                         |
| Middle Name      | Alternate middle name of an individual.                                                                                                                                                                                                                                                                                                        |
| Name Type        | Code representing the alternate name type. If you do not know the name type, request a List or double click the field. This will take you to the Name Type Validation List (GTVNTYP). Select a name type from the list and execute query to retrieve all names in that category.<br><div>(lookup)ListName Type Validation list (GTVNTYP)</div> |
| Change           | Pull down list options indicate wether the user wants to make a change to a person's Name or ID number.                                                                                                                                                                                                                                        |
| Activity Date    | Date of the last activity in a record.                                                                                                                                                                                                                                                                                                         |
| Alternate Remove | Select the maintenance button to remove the alternate information record.                                                                                                                                                                                                                                                                      |

### Address Information Window

Use the Address Information Window to enter the address data for an entity newly entered into your system. Access the Address Information Window by selecting Address Information from the options list on the main window of FOAIDEN. Select Save when you finish entering the address information.

Select the Delivery button to access the Delivery Window.

| Fields     | Descriptions / Buttons                                                                                                                                                                                                                    |      |                                                 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------|
| Type       | Code representing the address type. If you do not know the address type, request a List or double click the field. This will take you to the Address Type Validation window (STVATYP) or the Address Information Query Form (FOQADDR).    |      |                                                 |
|            | (lookup)                                                                                                                                                                                                                                  | List | Address Type Validation (STVATYP)               |
|            | (lookup)                                                                                                                                                                                                                                  | List | Address Information Query Form (FOQADDR)        |
| Address    | Street address of an individual or entity. You may use the additional lines to include apartment, number, building name or number, floor, etc. First line required.                                                                       |      |                                                 |
| Seq #      | Allows you to establish more than one address for the same address type. The sequence number increments whenever more than one address of the same type exists.                                                                           |      |                                                 |
| City       | City of an individual or entity. Required.                                                                                                                                                                                                |      |                                                 |
| State/Prov | State or province of an individual or entity. If you do not know the state or province, request a List or double click the field. This will take you to the State/Province Code Validation window (STVSTAT). Required. 3-character limit. |      |                                                 |
|            | (lookup)                                                                                                                                                                                                                                  | List | State/Province Code Validation window (STVSTAT) |
| ZIP/PC     | ZIP or postal code of an individual or entity. If you do not know the ZIP or postal code, request a List or double click the field or select the search button. This will take you to the ZIP/Postal Code Validation Form (GTVZIPC).      |      |                                                 |
|            | (button)                                                                                                                                                                                                                                  | List | ZIP/Postal Code Validation Form (GTVZIPC)       |
| Delivery   | Select the Delivery button to access the Delivery Window.                                                                                                                                                                                 |      |                                                 |
| County     | County of an individual or entity. If you do not know the county, request a List or double click the field. This will take you to the County Code Validation list (STVCNTY).                                                              |      |                                                 |
|            | (lookup)                                                                                                                                                                                                                                  | List | County Code Validation (STVCNTY).               |

| Fields        | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                             |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nation        | Nation of an individual or entity. If you do not know the nation, request a List or double click the field. This will take you to the Nation Validation list (STVNATN).<br><br>(lookup)      List      Nation Validation (STVNATN)                                                                                                                 |
| From          | Date the address becomes effective. Default value is the current date but it may be overwritten. Blank means always effective.                                                                                                                                                                                                                     |
| To            | Date the address is no longer effective. Leave this field blank if the address is always effective.                                                                                                                                                                                                                                                |
| Inactive      | Checkbox indicates whether the address type is no longer active.<br><br>Selected      This address is inactive<br>Cleared      This address is active.                                                                                                                                                                                             |
| Source        | Identifies how you obtained the address. If you do not know the source, request a List or double click the field. This takes you to the Address Source Code Validation (STVASRC).<br><br>(lookup)      List      Address Source Code Validation (STVASRC)                                                                                          |
| User          | Banner User ID number of the person who created this record.                                                                                                                                                                                                                                                                                       |
| Activity Date | Date of the last activity in a record.                                                                                                                                                                                                                                                                                                             |
| Phone         | Area code, phone number and extension of an individual or entity. If you do not know the phone number or would like to establish a phone number for this specific address, request a List or select the search button. This takes you to the Telephone Form - Finance (FOATELE).<br><br>(button)      List      Telephone Form - Finance (FOATELE) |
| Type          | Code representing the phone type. If you do not know the phone type, request a List or double click the field. This takes you to the Telephone Type Validation (STVTELE).<br><br>(lookup)      List      Telephone Type Validation (STVTELE)                                                                                                       |

## Delivery Information Window

To access this window, navigate to the ZIP/PC field on the Address Information Window, then select the Delivery button.

Enter your postal carrier-specified Delivery Point, Correction Digit, or Carrier Route as desired.

| Fields           | Descriptions / Buttons                                                                        |
|------------------|-----------------------------------------------------------------------------------------------|
| Delivery Point   | Postal carrier-specified code representing the delivery point associated with this address.   |
| Correction Digit | Postal carrier-specified code representing the correction digit associated with this address. |
| Carrier Route    | Postal carrier-specified code representing the carrier route associated with this address.    |

## ID/Name Source Information Window

Access this window to identify an original source ID number.

| Fields | Descriptions / Buttons                     |
|--------|--------------------------------------------|
| User   | Name of the person who created the record. |
| Origin | Form where the record was created.         |

## Finance General Person Form (FOAPERS)

Use the Finance General Person Form to enter personal data for an individual with an established identification number. Access this form from the Finance Operations Menu (\*FINOPER).

To view the ID information for an existing ID, enter the ID number; you may select an ID by selecting the ID button. Select Next Block. To generate a new ID number, enter *NEXT* and select Next Block.

Specify the subsequent optional information as desired.

| Fields          | Descriptions / Buttons                                                                                                                                                                                                                                                                               |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID              | <p>Banner ID of the person you want to look up or add information. If you do not know the ID number, request a List. This will take you to the Finance Person Search Form (FOIIDEN).</p> <p>(button)      List      Finance Person Search Form (FOIIDEN)</p>                                         |
| Gender          | <p>Radio group indicates the gender of the individual.</p> <p>Male      The individual is a male.</p> <p>Female      The individual is female.</p> <p>Not Available      The information is not available.</p>                                                                                       |
| Date of Birth   | Individual's birthdate.                                                                                                                                                                                                                                                                              |
| SSN/SIN/TFN     | Individual's Social Security Number, Social Insurance Number or Tax File Number.                                                                                                                                                                                                                     |
| Age             | Individual's age.                                                                                                                                                                                                                                                                                    |
| Confidentiality | <p>Checkbox notifies the user whether the information is confidential.</p> <p>Selected      This information is confidential.</p> <p>Cleared      This information is not confidential.</p>                                                                                                          |
| Citizen         | <p>Code representing the individual's citizenship. If you do not know the individual's citizenship, request a List or double-check the field. This will bring you to the Citizen Type Validation list (STVCITZ).</p> <p>(lookup)      List      Citizen Type Validation (STVCITZ)</p>                |
| Ethnic          | <p>Code representing the individual's ethnic background. If you do not know the individual's ethnic background, request a List or double-check the field. This will bring you to the Ethnic Code Validation list (STVETHN).</p> <p>(lookup)      List      Ethnic Code Validation list (STVETHN)</p> |

| Fields           | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Marital          | <p>Code representing the individual's marital status. If you do not know the individual's marital status, request a List or double-check the field. This will bring you to the Marital Status Validation list (STVMRTL).</p> <p>(lookup)      List      Marital Status Validation list (STVMRTL)</p>                                                                                                                                                           |
| Religion         | <p>Code representing the individual's religion. If you do not know the individual's religion, request a List or double-check the field. This will bring you to the Religion Code Validation list (STVRELG).</p> <p>(lookup)      List      Religion Code Validation list (STVRELG)</p>                                                                                                                                                                         |
| Legacy           | <p>Code representing the individual's legacy. If you do not know the individual's legacy, request a List or double-check the field. This will bring you to the Legacy Code Validation list (STVRELG).</p> <p>(lookup)      List      Legacy Code Validation list (STVRELG)</p>                                                                                                                                                                                 |
| Vet File No      | Veteran File Number of the individual.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Veteran Category | <p>Pull-down list identifies the individual's military service era.</p> <p>Other Eligible Veteran Only - Eligible veteran who did not serve in Vietnam.</p> <p>Vietnam Veteran Only - Vietnam veteran who does not meet the criteria for <i>other eligible veterans</i>.</p> <p>Both Vietnam and Other Eligible Veteran - Vietnam veteran who meets the criteria for <i>other eligible veterans</i>.</p> <p>None - This individual has no military record.</p> |
| Deceased         | <p>Checkbox indicates whether the individual is deceased.</p> <p>Selected      This individual is deceased.</p> <p>Cleared      This individual is not deceased.</p>                                                                                                                                                                                                                                                                                           |
| Deceased Date    | Date the individual died.                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Document Type Maintenance Form (FTMDTYP)

Use the Document Type Maintenance Form to define document type codes and descriptions. Access this form from the Finance Operations Menu (\*FINOPER).

Execute a query to display all the existing document type codes in your system. Make any changes to the codes or descriptions as desired. Select Save when you finish.

| Fields             | Descriptions / Buttons                                                                                                                                                                                                                                                                            |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type      | System assigned code representing types of documents in the system.                                                                                                                                                                                                                               |
| Description        | Description of the document types.                                                                                                                                                                                                                                                                |
| Sequence Number    | Sequential number assigned by the system to each record. The initial record is assigned sequence 0. Thereafter, each new record is assigned the next sequential number. In this way, the system builds a history of records which may be queried on this form. Query allowed; update not allowed. |
| Last Activity Date | Date this record was created or last updated.                                                                                                                                                                                                                                                     |

## Sequence Number Maintenance Form (FOASEQN)

Use the Sequence Number Maintenance Form to create and maintain system-generated sequence numbers for documents and other numbered items by code and description. Access this form from the Finance Operations Menu (\*FINOPER).

Commodities and budget line items are examples of numbered items you may have in the system.

Enter the sequence numbers and letters you wish to define to the type and prefix values. Execute a query to scroll through existing sequence number definitions.

| Fields      | Descriptions / Buttons                                                |
|-------------|-----------------------------------------------------------------------|
| Type        | User-assigned alphanumeric code representing the type of transaction. |
| Prefix      | User-assigned alphanumeric code representing the type of transaction. |
| Description | Description of the transaction group.                                 |

| Fields        | Descriptions / Buttons                                                                                        |
|---------------|---------------------------------------------------------------------------------------------------------------|
| Activity Date | Date this record was created or last updated.                                                                 |
| Max Seq 7     | Number of positions available after the prefix. If populated, the number represents the last record used.     |
| Max Seq 8     | The number of positions available after the prefix. If populated, the number represents the last record used. |
| Max Seq 15    | The number of positions available after the prefix. If populated, the number represents the last record used. |

### Document Number Management Form (FOMFSEQ)

Use this form to establish a document code prefix and a starting / next document number. Access this form from the Finance Operations Menu (\*FINOPER).

**Note:** The starting/next document number is for a System ID that uses FUPLOAD to assign document codes to externally fed documents. The actual System ID is stored on the System Data Validation Form (FTVSDAT).

| Fields            | Descriptions / Buttons                                                |
|-------------------|-----------------------------------------------------------------------|
| System ID         | Enter System ID.                                                      |
| Doc Number Prefix | Enter Document Number Prefix (two uppercase alphabetic characters)    |
| Description       | Enter Document Number Prefix Description (35 alphanumeric characters) |
| Seq No            | Enter Sequence Number.                                                |
| Activity Date     | System-generated.                                                     |

### Telephone Form - Finance (FOATELE)

Use the Telephone Form - Finance to associate multiple phone numbers with an ID and an address type. Access this form from the Finance Operations Menu (\*FINOPER).

Before you use this form, you must first use the Person Identification Form - Finance (FOAIDEN) to enter a person into the system. Enter the ID of the individual or entity. Select ID to view a list of existing ID numbers in your system. Select Next Block to access the phone information fields.

You may have multiple phone numbers and one address type for a particular vendor.

The system updates the phone numbers, address type values, and sequence numbers on FOATELE. You may have different addresses for one address type (hence the need for sequence numbers). If you update the primary status for a phone number on FOATELE, save the data again to update the address type, phone type, and phone numbers on FOAIDEN.

| Fields       | Descriptions / Buttons                                                                                                                                                                                                                   |      |                                          |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------|
| ID           | Banner ID of the person you want to look up or add telephone information. If you do not know the person's ID number, request a List. This takes you to the Person Search Form (FTIIDEN) or the Finance Non-Person Search Form (FOICOMP). |      |                                          |
|              | (button)                                                                                                                                                                                                                                 | List | Person Search Form (FTIIDEN)             |
|              | (button)                                                                                                                                                                                                                                 | List | Finance Non-Person Search Form (FOICOMP) |
| Phone Type   | Type of phone line associated with the person. If you do not know the phone type, request a List or double-check the field. This takes you to the Telephone Type Validation list (STVTELE).                                              |      |                                          |
|              | (lookup)                                                                                                                                                                                                                                 | List | Telephone Type Validation list (STVTELE) |
| Area Code    | Individual's area code for this phone type.                                                                                                                                                                                              |      |                                          |
| Phone Number | Individual's phone number for this phone type.                                                                                                                                                                                           |      |                                          |
| Phone Ext    | Individual's phone extension for this phone type.                                                                                                                                                                                        |      |                                          |
| Address Type | Type of address associated with this phone number. If you do not know the address type, request a List or select Count Hits from the field. This takes you to the Address Information Query Form (FOQADDR).                              |      |                                          |
|              | (lookup)                                                                                                                                                                                                                                 | List | Address Information Query Form (FOQADDR) |

| Fields        | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                              |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address Seq # | Allows you to establish more than one address for the same address type. The sequence number increments whenever more than one address of the same type exists. If you do not know the address sequence number, request a List. This takes you to the Address Summary Form (SOADDRQ).<br><br>(button)      List      Address Summary Form (SOADDRQ) |
| Prime         | Checkbox indicates whether this is a primary phone number for the individual.<br><br>Selected      This is a primary phone number.<br>Cleared      This is not a primary phone number.                                                                                                                                                              |
| Unlist        | Checkbox indicates whether this phone number is unlisted.<br><br>Selected      This phone number is unlisted.<br>Cleared      This phone number is not unlisted.                                                                                                                                                                                    |
| Inact         | Checkbox indicates whether this phone number is inactive.<br><br>Selected      This phone number is inactive.<br>Cleared      This phone number is not inactive.                                                                                                                                                                                    |
| International | International access code.                                                                                                                                                                                                                                                                                                                          |
| Code Country  |                                                                                                                                                                                                                                                                                                                                                     |
| City          |                                                                                                                                                                                                                                                                                                                                                     |
| Comment       | Comments associated with this record.                                                                                                                                                                                                                                                                                                               |
| Date          | Date this record was created or last updated.                                                                                                                                                                                                                                                                                                       |

### Entity Name/ID Search Form (FTIIDEN)

Use the Entity Name/ID Search Form to search the Finance database for specific persons, entities, and ID numbers. Access this form from the Finance Operations Menu (\*FINOPER).

If you accessed this form from an ID field on another form and have located the name/ID you want, position the cursor on the ID number and Select.

**Note:** Use this form when you want to use a general Execute Query to search the database for vendors.

To view all names in the Finance database, leave the name fields blank and execute the search. To narrow your query, enter values in the name fields.

#### *Terminated Entities or Persons*

*T* displays in these indicator fields to indicate that the person or entity has been terminated from their position as vendor or financial manager.

**Note:** *T* never displays in the A (Agency) or P (Proposal personnel) columns because you cannot assign an agency a termination date.

If an entity does not exist in your system, *N* displays in the appropriate column. If it does exist, a *Y* displays.

To query for terminated vendors or financial managers, enter *T* in the respective column while the form is in query mode. If you enter *T* in the agency column, the form functions as if you entered *Y* in this column. When you query for terminated vendors or financial managers, the form only selects those records with a termination date that is not greater than the current system date.

**Note:** When the V, F, A, and P columns are left null, the default that is displayed is V (Vendors).

| Fields                  | Descriptions / Buttons                                    |
|-------------------------|-----------------------------------------------------------|
| Checkboxes              | Indicates which category you want to conduct your search. |
| Vendors                 | Select if you want to search for a vendor.                |
| Term Vendors            | Select if you want to search for a Term Vendor            |
| Grant Personnel         | Select if you want to search for Grant Personnel          |
| Proposal Personnel      | Select if you want to search for Proposal personnel       |
| Financial Managers      | Select if you want to search for Financial Managers       |
| Term Financial Managers | Select if you want to search for Term Financial Managers. |
| Agencies                | Select if you want to search for Agencies.                |
| All                     | Select if you want to search all categories.              |

| Fields     | Descriptions / Buttons                                                                                                                                                                                                                                                                                                              |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ID Number  | Banner ID of the person or entity you want to look up. If you do not know the ID number, you may enter a portion of the identification number with the percent sign(%) as a wildcard. The system will display all ID numbers with the specified combination. i.e.: "123%"                                                           |
| Last Name  | Last name of the person you want to look up.If you do not know the person's last name you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, "An%; %der%; %son"                                                      |
| First Name | First name of the person you want to look up. If you do not know the person's first name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example, "B%" will display all first names beginning with B.                 |
| Mid        | Middle name of the person you want to look up. If you do not know the person's middle name, you may enter a portion or possible spelling using the percent sign (%) as a wildcard. The system will display all names with the specified combination, for example "C%" will display all middle names (or initials) beginning with C. |
| E          | Indicator identifies the result of your Entity search.<br>P Person      This entity is a person.<br>C Company      This entity is a company.                                                                                                                                                                                        |
| Ch         | Indicates whether the entity has had a change.<br>N Name      This entity has had a change of name.<br>I ID Number      This entity has had a change of ID number.                                                                                                                                                                  |
| V          | Indicator identifies the result of your entity search as a Vendor.<br>Y Yes      This entity is a vendor.<br>N No      This entity is not a vendor.                                                                                                                                                                                 |

| Fields | Descriptions / Buttons                                                                                                                                                                                                                                                                      |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F      | Indicator identifies the result of your entity search as a Financial Manager.<br>Y Yes                      This entity is a financial manager.<br>N No                      This entity is not a vendor.                                                                                   |
| A      | Indicator identifies the result of your entity search as an Agency.<br>Y Yes                      This entity is an agency.<br>N No                      This entity is not an agency.                                                                                                      |
| G      | Indicator identifies the result of your entity search as Grant Personnel.<br>Y Yes                      This entity is grant personnel.<br>N No                      This entity is not grant personnel.                                                                                    |
| P      | Indicator identifies the result of your entity search as Proposal Personnel.<br>Y Yes                      This entity is proposal personnel.<br>N No                      This entity is not proposal personnel.                                                                           |
| Type   | Code representing the name type. If you do not know the name type, request a List. This takes you to the Name Type Validation list (GTVNTYP). Select a name type and execute query to retrieve all names in that category.<br>List                      Name Type Validation list (GTVNTYP) |

### Soundex Search Window

Use the Soundex Search window to enter a possible spelling of the last or first name of the entity you want to look up.

| Fields                      | Descriptions / Buttons                                                                                                                                                                                  |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sounds like...<br>Last Name | Text string representing the last name you want to retrieve. Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string. |

| Fields     | Descriptions / Buttons                                                                                                                                                                                      |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Name | Text string representing the first name you want to retrieve.<br>Enter a possible spelling or portion of a name and select execute query. to retrieve all records that contain or resemble the text string. |

## Financial System Security Forms

This section provides you with examples and descriptions for each form within the Financial System Security feature of the Finance Operations module. Security includes fund level security, fund type level security, rule group level security, and organization level security.

Forms in this section flow in the order that they appear on the Financial System Security Menu (\*FINSECR).

Each form contains a description, instructions on how to use the form, essential field information, and a navigational guide.

For more detailed information on how to use these forms, refer to Chapter 3, *Processing*.

### User Profile Maintenance Form (FOMPROF)

Documentation for this form appears as online help. It can be found directly in Banner.

### System Control Maintenance Form (FOASYSC)

Documentation for this form appears as online help. It can be found directly in Banner.

### Rule Group/Rule Class Security Maintenance Form (FOMRGRC)

Use the Rule Group/Rule Class Security Maintenance Form to link rule classes to rule groups. Access this form from the Financial System Security Menu (\*FINSECR).

For new rule groups, the system requires you enter a title. Save the title before you attempt to copy rule classes.

| Fields               | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule Group           | User-defined code representing the rule group being created or maintained. If you do not know the code, request a List. This takes you to the Rule Group List (FTVRUGR).<br>(button)      List      Rule Group List (FTVRUGR)                                                                                                                                                                                                                                                             |
| Copy From Rule Group | Code representing an existing rule group. Enter the code to copy its rule classes to a new group. If you do not know the rule group, Request a List. This brings you to the Rule Group List (FTVRUGR).<br>(lookup)      List      Rule Group List (FTVRUGR)                                                                                                                                                                                                                               |
| Description          | Description of the rule group.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Rule Class           | Codes representing the rule classes being assigned to a new rule group or currently assigned to an existing a rule group. If you do not know the codes representing the classes you want to assign to a rule group, request a List. This takes you to the Rule Class List (FTVRUCL).<br>(lookup)      List      Rule Class List (FTVRUCL)<br><br><b>Note:</b> Assign a Rule Class to only one rule group. Banner will not know which rule group to process when locating approval queues. |
| Description          | Description of the rule class                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Activity Date        | Date of the last activity in a record.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Form/Process to Rule Group Maintenance Form (FOMPRRG)

Use the Form/Process to Rule Group Maintenance Form to link rule groups to forms and processes. Access this form from the Financial System Security Menu (\*FINSECR).

Select Copy Information or Delete Information from the options list depending on the function you want to perform. Select Save when you are finished.

| Fields              | Descriptions / Buttons                                                                                                                                                                                                                                                                                                            |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Form/Process        | Form or process name to be linked to the designated rule class(es). If you are establishing a new form or process/rule group with rule classes already established for a form or process, you can copy the rule classes to the new form or process. Enter the name of the form or process to copy from in the Form/Process field. |
| New Form<br>Process | Name of the new form or process. Select Copy from the options list to copy the rule groups from the Form/Process field to the new form or process.                                                                                                                                                                                |
| Rule Group          | User-defined code representing the Rule Classes to be associated with the new form or process. If you do not know the code, request a List. This takes you to the Rule Group List (FTVRUGR).<br><br>(lookup)      List      Rule Group List (FTVRUGR)                                                                             |
| Title               | Description or title of each rule group.                                                                                                                                                                                                                                                                                          |
| Activity Date       | Date of the last activity in a record.                                                                                                                                                                                                                                                                                            |

### Fund/Fund Type Security Maintenance Form (FOMUSFN)

Use the Fund/Fund Type Security Maintenance Form to define fund and/or fund type codes to user IDs. Access this form from the Financial System Security Menu (\*FINSECR).

| Fields            | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User ID           | Banner ID of the user as established on the User Profile Maintenance Form (FOMPROF). If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF). If you are establishing a new user with fund/fund type designations already established for an existing user, you can copy the fund/fund type designations using Copy from User ID.<br><br>(lookup)      List      User Profile List (FOBPROF) |
| Copy from User ID | Banner ID of the user with fund/fund type designations you want to copy. If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF).<br><br>(lookup)      List      User Profile List (FOBPROF)                                                                                                                                                                                                 |

| Fields            | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                 |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Include COA Code  | <p>Code representing the Chart of Accounts you want to <i>include</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.</p> <p>(lookup)      List      Chart of Accounts List (FTVCOAS)</p>  |
| Exclude COA Code  | <p>Code representing the Chart of Accounts you want to <i>exclude</i> from the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.</p> <p>(lookup)      List      Cart of Accounts List (FTVCOAS)</p> |
| Include Fund Type | <p>Code representing the Fund Type you wan to <i>include</i> in the copied information. If you do not know the Fund Types, request a List. This takes you to the Fund Type List (FTVFTYP). You may use wildcard characters in this field.</p> <p>(button)      List      Fund Type List (FTVFTYP)</p>                                  |
| Exclude Fund Type | <p>Code representing the Fund Type you wan to <i>exclude</i> in the copied information. If you do not know the Fund Types, request a List. This takes you to the Fund Type List (FTVFTYP). You may use wildcard characters in this field.</p> <p>(button)      List      Fund Type List (FTVFTYP)</p>                                  |
| Include Fund      | <p>Code representing the Fund you want to <i>include</i> in the copied information. If you do not know the Fund Types, request a List. This takes you to the Fund Code Validation Form (FTVFUND). You may use wildcard characters in this field.</p> <p>(button)      List      Fund Code Validation Form (FTVFUND).)</p>              |
| Exclude Fund      | <p>Code representing the Fund you wan to <i>exclude</i> in the copied information. If you do not know the Fund, request a List. This takes you to the Fund Code Validation Form (FTVFUND). You may use wildcard characters in this field.</p> <p>(button)      List      Fund Code Validation Form (FTVFUND).</p>                      |

| Fields        | Descriptions / Buttons                                                                                                                                                                                                                                                                         |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COA           | <p>Code representing the chart of accounts assigned to the user ID. If you do not know the chart of accounts or would like to add to the User ID, request a List. This brings you to the Chart of Accounts List (FTVCOAS).</p> <p>(lookup)      List      Chart of Accounts List (FTVCOAS)</p> |
| FTYP          | <p>Code representing the fund type assigned to the User ID. If you do not know the fund type or would like to add to the user ID, request a List. This takes you to the Fund Type List (FTVFTYP).</p> <p>(lookup)      List      Fund Type List (FTVFTYP)</p>                                  |
| Fund          | <p>Code representing the fund assigned to the user ID. If you do not know the fund or would like to add to the user ID, request a List. This takes you to the Fund Code Validation Form (FTVFUND).</p> <p>(lookup)      List      Fund Code Validation Form (FTVFUND)</p>                      |
| Title         | <p>Title or description of the fund.</p>                                                                                                                                                                                                                                                       |
| Access        | <p>Indicates how the user may access fund and fund type information.</p> <p>Query      The user has query authority.</p> <p>Posting      The user has posting authority.</p> <p>Both      The user has both query and posting authority.</p>                                                   |
| Activity Date | <p>Date of the last activity in a record.</p>                                                                                                                                                                                                                                                  |

## Organization Security Maintenance Form (FOMUSOR)

Use the Organization Security Maintenance Form to establish user-organization security access. Access this form from the Financial System Security Menu (\*FINSECR).

| Fields               | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User ID              | <p>Banner ID of the user as established on the User Profile Maintenance Form (FOMPROF). If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF). If you are establishing a new user-organization relationship with organization codes already established for an existing user, you can copy the organization codes using Copy from User ID.</p> <p>(lookup)      List      User Profile List (FOBPROF)</p> |
| Copy from User ID    | <p>Banner ID of the user with fund/fund type designations you want to copy. If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF).</p> <p>(lookup)      List      User Profile List (FOBPROF)</p>                                                                                                                                                                                                         |
| Include COA Code     | <p>Code representing the chart of accounts you want to <i>include</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.</p> <p>(lookup)      List      Cart of Accounts List (FTVCOAS)</p>                                                                                                                  |
| Exclude COA Code     | <p>Code representing the chart of accounts you want to <i>exclude</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Chart of Accounts List (FTVCOAS). You may use wildcard characters in this field.</p> <p>(lookup)      List      Cart of Accounts List (FTVCOAS)</p>                                                                                                                  |
| Include Organization | <p>Code representing the organization you want to <i>include</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Organization Code Validation Form (FTVORGN). You may use wildcard characters in this field.</p> <p>(lookup)      List      Organization Code Validation Form (FTVORGN)</p>                                                                                                |

| Fields               | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                          |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exclude Organization | Code representing the organization you want to <i>exclude</i> in the copied information. If you do not know the Chart of Accounts, request a List. This takes you to the Organization Code Validation Form (FTVORGN). You may use wildcard characters in this field.<br><br>(lookup)      List      Organization Code Validation Form (FTVORGN) |
| COA                  | Code representing the chart of accounts assigned to the user ID. If you do not know the chart of accounts or would like to add to the User ID, request a List. This brings you to the Chart of Accounts List (FTVCOAS).<br><br>(lookup)      List      Chart of Accounts List (FTVCOAS)                                                         |
| Orgn                 | Code representing the organization assigned to the user ID.                                                                                                                                                                                                                                                                                     |
| Description          | Description of the organization.                                                                                                                                                                                                                                                                                                                |
| Access               | Indicates how the user may access fund and fund type information.<br><br>Query      The user has query authority.<br>Posting      The user has posting authority.<br>Both      The user has both query and posting authority.                                                                                                                   |
| Activity Date        | Date of the last activity in a record.                                                                                                                                                                                                                                                                                                          |

### Rule Group Security Maintenance Form (FOMUSRG)

Use the Rule Group Security Maintenance Form to establish rule group-user ID relationships. Access this form from the Financial System Security Menu (\*FINSECR).

| Fields        | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User ID       | Banner ID of the user as established on the User Profile Maintenance Form (FOMPROF). If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF). If you are establishing a new user-rule group relationship with rule group codes already established for an existing user, you can copy the rule group codes using Copy User ID.<br>(lookup)      List      User Profile List (FOBPROF) |
| Copy User ID  | Banner ID of the user with rule group relationships you want to copy. If you do not know the User ID, request a List. This takes you to the User Profile List (FOBPROF).<br>(lookup)      List      User Profile List (FOBPROF)                                                                                                                                                                                                 |
| Rule Group    | Code representing the rule group to be associated with the user. If you do not know the code, request a List. This takes you to the Rule Group List (FTVRUGR).<br>(lookup)      List      Rule Group List (FTVRUGR)                                                                                                                                                                                                             |
| Description   | Description of the rule group.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Activity Date | Date of the last activity in a record.                                                                                                                                                                                                                                                                                                                                                                                          |

### User Profile List Form (FUVPROF)

The User Profile List Form gives you an online list of all of the users currently assigned to your system along with their corresponding User ID number, their assigned chart of accounts, and the most recent activity date recorded by the user. Access this menu from the Finance Security Menu (\*FINSECR).

This form is query-only.

| Fields  | Descriptions / Buttons                                                         |
|---------|--------------------------------------------------------------------------------|
| COA     | Code representing the Charts of Accounts assigned to the users in your system. |
| User ID | Banner of the users in your system.                                            |

| Fields        | Descriptions / Buttons                       |
|---------------|----------------------------------------------|
| User Name     | Names or titles of the users in your system. |
| Activity Date | Date of the last activity in a record.       |

## Finance Approval Forms

This section provides you with examples and descriptions for each form within the Approvals feature of the Finance Operations module.

Forms in this section flow in the order that they appear on the Finance Approval Menu (\*FINAPPR).

Each form contains a description, instructions on how to use the form, essential field information, and a navigational guide.

For more detailed information on how to use these forms, refer to Chapter 3, *Processing*.

You may also refer to the following forms related to the approvals process:

- System Control Maintenance Form (FOASYSC)
- User Profile Maintenance Form (FOMPROF)

## User Approval Form (FOAUAPP)

Use the User Approval Form to obtain an online list of unapproved documents by document type. Access this form from the Financial Approval Menu (\*FINAPPR).

FOAUAPP allows direct approval of a document or navigation to summary information of a document for review and subsequent approval.

| Fields   | Descriptions / Buttons                                                                                                                                                                                              |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User ID  | Banner ID and name of the user. Leave this field blank to display all documents awaiting approval for all approval IDs.                                                                                             |
| Document | Number representing the document you want to query. Leave blank to view all documents assigned to this user. You may also query one or more document by entering a document number or by entering the % (wildcard). |

| Fields           | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                     |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Next Approver    | Checkbox that, when selected, limits the number of documents that will display on the form.<br><div> <div>Selected</div> <div>Only documents for which the user has approval authority in the next required queue appear on this form.</div> </div> <div> <div>Cleared</div> <div>All documents display on this form.</div> </div>                                                         |
| NSF              | Checkbox indicates whether a non-sufficient funds condition exists for a specific transaction or document.<br><div> <div>Selected</div> <div>A non-sufficient funds condition exists.</div> </div> <div> <div>Cleared</div> <div>A non-sufficient fund condition does not exist.</div> </div>                                                                                              |
| Document Type    | Code representing the type of document.                                                                                                                                                                                                                                                                                                                                                    |
| Document Number  | Number of the document.                                                                                                                                                                                                                                                                                                                                                                    |
| Chg No           | Change sequence number associated with change orders and encumbrances.                                                                                                                                                                                                                                                                                                                     |
| Sub No           | Submission number associated with journal vouchers and invoices.                                                                                                                                                                                                                                                                                                                           |
| Originating User | Banner ID number of the user who completed the document.                                                                                                                                                                                                                                                                                                                                   |
| Document Amount  | Transaction amount of the document.                                                                                                                                                                                                                                                                                                                                                        |
| Queue Type       | Code indicates the status of a document.<br><div> <div>DOC</div> <div>The document is in a user-defined document approval queue awaiting approval.</div> </div> <div> <div>NSF</div> <div>The document is awaiting NSF override processing and the system has routed it to the NSF queue. If the document is awaiting NSF override processing, select Detail to override NSF.</div> </div> |

| Fields        | Descriptions / Buttons                                                                                            |
|---------------|-------------------------------------------------------------------------------------------------------------------|
| Next Approver | Indicates whether the user is the next approver for a document in the approval queue.                             |
| Y             | The user is the next approver.                                                                                    |
| N             | The user is not the next approver.                                                                                |
| Approve       | If you have approval authority, select Approve to override an NSF condition or approve and complete the document. |
| Disapprove    | Select Disapprove to disapprove the document.                                                                     |
| Detail        | Select Detail to check the NSF Override for individual document types.                                            |

#### *Document Type Approval Detail*

Select Detail to navigate to the individual document type approval forms. From the document approval forms, you may view detail or override NSF conditions. If a document is awaiting NSF override, invoke the override by transferring to the detail forms and entering Y in the Budget Availability Override field.

This function is not available for Fixed Assets approvals.

When you navigate to one of the individual document type approval forms, the cursor resides in the Budget Availability Override field. Select Previous Block to navigate to the Item field. Select Count Hits to display the Commodities for Review Query Form (FOICOMM). FOICOMM displays all items associated with the document.

Select Queues to navigate to the Document Approval Form (FOAAINP). The Document Number and the Document Type display.

#### *Summary Information for Document Approval*

Select the Detail button to navigate to one of the following approval forms to view the accounting details of the specific document you wish to approve.

- Encumbrance documents transfer you to the Encumbrance/Reservations Approval Form (FOQENCB)
- Journal Voucher documents transfer you to the Journal Voucher Approval Form (FOQJVCD)
- Purchase Order documents transfer you to the Purchase Order Approval Form (FOQPACT)
- Invoice/Credit Memo documents transfer you to the Invoice/Credit Memo Approval Form (FOQINVA)
- Requisition documents transfer you to the Requisition Approval Form (FOQRACT)

- Fixed Assets documents transfer you to the Fixed Assets Approval Form (FOQFACT)
- Direct Cash Receipt documents transfer you to the Direct Cash Receipt Approval Form (FOQDCSR).

**Note:** You cannot approve documents from the previously listed forms. Approve documents from FOAUAPP or the Document Approval Form (FOAAINP).

You may wish to view text for Bids, Requisitions, Agreements, Purchase Orders, and Fixed Assets from approval forms. Navigate to the Procurement Text Entry Form (FOAPOXT) to display text for Bids, Requisitions, Agreements, Purchase Orders, and Change Orders. Navigate to the General Text Entry Form (FOATEXT) to display text for Encumbrance/Reservations, Journal Vouchers, Fixed Asset Adjustments, and Direct Cash Receipts.

Access FOAPOXT and FOATEXT from the Enter Selection prompt from any menu or submenu.

Document Disapproval Text Entry Window

If you select Disapprove on the main window, the window below appears. A *DOCUMENT IS DISAPPROVED* message displays in the window. You may change the text of this message to more accurately represent the reason for disapproving a document.

Add any text that you feel accurately represents the reason for not approving a document.

Select OK to accept the disapproval reason, disapprove the document, and return to the FOAUAPP main window. Select Cancel to clear the disapproval message and return to the main window without disapproving the document.

Encumbrance/Reservations Approval Form (FOQENCB)

You cannot approve documents from FOQENCB. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use the Encumbrance/Reservations Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for encumbrance document types. It cannot be reached directly from a menu.

Use this form to view the summary details of an encumbrance document awaiting approval. FOQENCB displays current information for an Encumbrance/Reservation including document number and description.

| Fields | Descriptions / Buttons |
|--------|------------------------|
|--------|------------------------|

|               |                                    |
|---------------|------------------------------------|
| Encumbrance # | Document number of the encumbrance |
|---------------|------------------------------------|

| Fields            | Descriptions / Buttons                                                                                                                                                                                   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Encumbrance Title | Title or description of the encumbrance.                                                                                                                                                                 |
| Trans Date        | Date the transaction was processed and posted to the ledgers.                                                                                                                                            |
| Doc Total         | Total amount of the document.                                                                                                                                                                            |
| Seq               | Account sequence number.                                                                                                                                                                                 |
| Journal Type      | Code and name of the rule class entered to process this transaction.                                                                                                                                     |
| COA               | Code representing the chart of accounts responsible for this transaction.                                                                                                                                |
| YR                | Fiscal year this transaction was processed.                                                                                                                                                              |
| Index             | Code representing the index assigned to this transaction.                                                                                                                                                |
| Fund              | Code representing the fund from which the encumbrance is paid.                                                                                                                                           |
| Orgn              | Code representing the specific person, organization or other subdivision of a fund responsible for the encumbrance.                                                                                      |
| Acct              | Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the encumbrance will be drawn. |
| Prog              | Code representing the group activities, operations or other units directed to attaining specific objectives to which the encumbrance will be applied.                                                    |
| Actv              | Code representing a temporary unit of work or short duration project within a program to which the encumbrance will be applied.                                                                          |
| Locn              | Code representing the physical location or site in which the specific activity will take place.                                                                                                          |

| Fields                     | Descriptions / Buttons                                                                                                                                                                                        |                                                                        |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Proj                       | Code representing the project for cost accounting tracking purposes                                                                                                                                           |                                                                        |
| Current Encumbrance Amount | Amount of the encumbrance for this transaction.                                                                                                                                                               |                                                                        |
| Amount                     | Amount of the transaction.                                                                                                                                                                                    |                                                                        |
| NSF                        | Indicates whether a non-sufficient fund condition exists with this document.                                                                                                                                  |                                                                        |
|                            | Y Yes                                                                                                                                                                                                         | This document has a non-sufficient funds condition attached.           |
|                            | N No                                                                                                                                                                                                          | This document does not have a non-sufficient funds condition attached. |
| NSF Override               | Checkbox indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition. |                                                                        |
|                            | Selected                                                                                                                                                                                                      | User has NSF override authority.                                       |
|                            | Cleared                                                                                                                                                                                                       | User does not have NSF override authority.                             |

#### *View Text Capability*

You may view text associated with an invoice by selecting Text Information from the options list. This takes you to the General Text Entry Form (FOATEXT).

## Invoice/Credit Memo Approval Form (FOQINVA)

You cannot approve documents from FOQINVA. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use the Invoice/Credit Memo Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for invoice document types. It cannot be reached directly from a menu.

Use this form to view the summary details of an invoice/credit memo document awaiting approval. FOQINVA displays current information for an invoice/credit memo including document number and net amount. FOQINVA enables you to view the document detail and override a non-sufficient funds condition if it exists.

| Fields     | Descriptions / Buttons                                                                                                                                                                               |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document # | Document number of the invoice.                                                                                                                                                                      |
| C/M        | Credit Memo indicator. Indicates whether the invoice document is a credit memo.<br><br>Y Yes            The document is a credit memo.<br>N No            The document is not a credit memo          |
| Vendor     | Name of the vendor on the invoice document.                                                                                                                                                          |
| Item       | Line item number of the commodity on the invoice.                                                                                                                                                    |
| Commodity  | Description of the commodity on the invoice.                                                                                                                                                         |
| Trans Date | Date the transaction was processed and posted to the ledgers.                                                                                                                                        |
| Seq #      | Accounting sequence number.                                                                                                                                                                          |
| COA        | Code representing the chart of accounts responsible for this transaction.                                                                                                                            |
| YR         | Fiscal year this transaction was processed.                                                                                                                                                          |
| Index      | Code representing the index assigned to this transaction.                                                                                                                                            |
| Fund       | Code representing the fund from which the encumbrance is paid.                                                                                                                                       |
| Orgn       | Code representing the specific person, organization or other subdivision of a fund responsible for the invoice.                                                                                      |
| Acct       | Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the invoice will be drawn. |
| Prog       | Code representing the group activities, operations or other units directed to attaining specific objectives to which the purchase on the invoice will be applied.                                    |

| Fields        | Descriptions / Buttons                                                                                                                                        |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Actv          | Code representing a temporary unit of work or short duration project within a program to which the purchase on the invoice will be applied.                   |
| Locn          | Code representing the physical location or site in which the specific activity will take place.                                                               |
| Proj          | Code representing the project for cost accounting tracking purposes                                                                                           |
| Bank          | Code representing the financial institution from which funds will be drawn to pay the invoice.                                                                |
| Description   | Name of the financial institution from which funds will be drawn to pay the invoice.                                                                          |
| Income Type   | Code represents the type of income as provided by the IRS for 1099 invoices.                                                                                  |
| Previous Paid | Total amount paid on previous invoices.                                                                                                                       |
| To Be Paid    | Total amount to be paid.                                                                                                                                      |
| Invoiced      | Total amount of this invoice.                                                                                                                                 |
| Approved      | Total amount of this invoice approved for payment.                                                                                                            |
| Discount      | Total amount of discounts as established with the vendor to be deducted from this invoice.                                                                    |
| Tax           | Total amount of taxes as established with the vendor's tax group, to be added to the total cost of the commodities on this invoice.                           |
| Additional    | Additional amount to be added to individual commodity items or to the total extended cost of the invoice to allow for surplus charges, for example, shipping. |
| Net           | Net amount of the invoice.                                                                                                                                    |

| Fields       | Descriptions / Buttons                                                                                                                                                                                        |                                                                        |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| NSF          | Indicates whether a non-sufficient fund condition exists with this document.                                                                                                                                  |                                                                        |
|              | Y Yes                                                                                                                                                                                                         | This document has a non-sufficient funds condition attached.           |
|              | N No                                                                                                                                                                                                          | This document does not have a non-sufficient funds condition attached. |
| NSF Override | Checkbox indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition. |                                                                        |
|              | Selected                                                                                                                                                                                                      | User has NSF override authority.                                       |
|              | Cleared                                                                                                                                                                                                       | User does not have NSF override authority.                             |

From the Item field you may scroll through the commodities associated with this invoice. Select Count Hits from the Item field to navigate to the Commodities for Review Query Form (FOICOMM). You may also select View Commodities from the options list.

#### *View Text Capability*

You may view text associated with an invoice. Select Query Document from the options list to access the Invoice/Credit Memo Query Form (FAIINVE). Select Next Block from FAIINVE.

#### *Document Level Accounting Distribution*

You may assign the same accounting distribution (FOAPAL) for all the commodities in the invoice on the Invoice/Credit Memo Form (FAIINVE).

**Note:** When you enter an invoice into Finance through the Invoice/Credit Memo Form and the same accounting distribution applies to all the items listed in the invoice, the system invokes Document Accounting Distribution processing when you view the document from FOQINVA.

When you navigate to FOQINVA, the Item field remains blank when Document Accounting Distribution applies.

There are limits to viewing the commodities listed in the invoice with Document Accounting Distribution. You cannot scroll through the individual commodity items on FOQINVA. If you are unfamiliar with the commodity items, navigate to the Commodities for Review Query Form (FOICOMM) to display all the items associated with the invoice. Select View Commodities from the options list to display FOICOMM.

## Direct Cash Receipts Approval Form (FOQDCSR)

You cannot approve documents from FOQDCSR. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use the Direct Cash Receipts Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for direct cash receipt document types. It cannot be reached directly from a menu.

Use this form to view the summary details of direct cash receipts awaiting approval. FOQDCSR displays current information for a direct cash receipt including document number and line item description.

| Fields     | Descriptions / Buttons                                                                                                                                                                                                                                            |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document   | Document number of the direct cash receipt.                                                                                                                                                                                                                       |
| Trans Date | Date the transaction was processed and posted to the ledgers.                                                                                                                                                                                                     |
| Doc Total  | Total amount of the cash receipt.                                                                                                                                                                                                                                 |
| Vendor     | Code and name representing the vendor associated with this cash receipt.                                                                                                                                                                                          |
| Seq        | Accounting sequence number.                                                                                                                                                                                                                                       |
| Tax Group  | Code representing the vendor's tax group.                                                                                                                                                                                                                         |
| Bank       | Code representing the financial institution from which funds will be drawn to pay the invoice.                                                                                                                                                                    |
| Status Ind | Indicate whether the cash receipt can be posted.<br><div> <div>P Postable</div> <div>This cash receipt can be posted.</div> </div> <div> <div>N NSF</div> <div>This cash receipt has a non-sufficient funds condition attached and cannot be posted.</div> </div> |
| DC         | Indicates the status of payment.<br><div> <div>+</div> <div>Cash has been received</div> </div> <div> <div>-</div> <div>The cash receipt has been cancelled</div> </div>                                                                                          |
| COA        | Code representing the chart of accounts responsible for this transaction.                                                                                                                                                                                         |

| Fields       | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                    |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yr           | Fiscal year this transaction was processed.                                                                                                                                                                                                                                                                                               |
| Index        | Code representing the index assigned to this transaction.                                                                                                                                                                                                                                                                                 |
| Fund         | Code representing the fund from which the encumbrance is paid.                                                                                                                                                                                                                                                                            |
| Orgn         | Code representing the specific person, organization or other subdivision of a fund responsible for the invoice.                                                                                                                                                                                                                           |
| Acct         | Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the invoice will be drawn.                                                                                                                                      |
| Prog         | Code representing the group activities, operations or other units directed to attaining specific objectives to which the purchase on the invoice will be applied.                                                                                                                                                                         |
| Actv         | Code representing a temporary unit of work or short duration project within a program to which the purchase on the invoice will be applied.                                                                                                                                                                                               |
| Locn         | Code representing the physical location or site in which the specific activity will take place.                                                                                                                                                                                                                                           |
| Description  | Description of this sequence.                                                                                                                                                                                                                                                                                                             |
| Doc Ref      | Document reference number used for this sequence.                                                                                                                                                                                                                                                                                         |
| NSF Override | <p>Checkbox indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.</p> <p>Selected      User has NSF override authority.</p> <p>Cleared      User does not have NSF override authority.</p> |
| Amount       | Total amount of the cash receipt.                                                                                                                                                                                                                                                                                                         |

## Journal Voucher Approval Form (FOQJVCD)

You cannot approve documents from FOQJVCD. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use the Journal Voucher Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for journal voucher document types. It cannot be reached directly from a menu.

Use this form to view the summary details of a journal voucher awaiting approval. FOQJVCD displays current information for a journal voucher including document number and line item description.

| Fields        | Descriptions / Buttons                                                                                                                            |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Document      | Document number of the journal voucher                                                                                                            |
| Sub           | Submission number if this is a recurring journal voucher.                                                                                         |
| Trans Date    | Date the transaction was processed and posted to the ledgers.                                                                                     |
| Doc Total     | Total amount of the journal voucher.                                                                                                              |
| Seq           | Sequence number of the encumbrance you are liquidating.                                                                                           |
| Journal Type  | Code representing the rule class for this accounting entry.                                                                                       |
| Budget Period | Budget period used to post the budget amount.                                                                                                     |
| Accrual       | Indicate whether the document sequence should be posted in the accrual period. This is only valid when a journal type of YR10 or YR20 is entered. |
| Bank          | Code representing the financial institution associated with this transaction.                                                                     |
| COA           | Code representing the chart of accounts responsible for this transaction.                                                                         |
| Index         | Code representing the index assigned to this transaction.                                                                                         |
| Fund          | Code representing the fund from which the journal voucher is paid.                                                                                |

| Fields                     | Descriptions / Buttons                                                                                                                                                                                       |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orgn                       | Code representing the specific person, organization or other subdivision of a fund responsible for the journal voucher.                                                                                      |
| Acct                       | Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the journal voucher will be drawn. |
| Prog                       | Code representing the group activities, operations or other units directed to attaining specific objectives to which the purchase on the journal voucher will be applied.                                    |
| Actv                       | Code representing a temporary unit of work or short duration project within a program to which the purchase on the journal voucher will be applied.                                                          |
| Locn                       | Code representing the physical location or site in which the specific activity will take place.                                                                                                              |
| Description                | Description of this accounting sequence.                                                                                                                                                                     |
| Doc Ref                    | Document Reference number.                                                                                                                                                                                   |
| Encumbrance/<br>Seq/Action | Code representing the encumbrance document/sequence number and action if total or partial.<br><br>Used only if this was used to liquidate an encumbrance.                                                    |
| Amount                     | Amount of the transaction.                                                                                                                                                                                   |
| DC                         | Indicates whether this transaction is a Debit or Credit.<br><br>+                    This transaction is a debit.<br><br>-                    This transaction is a credit.                                  |
| Deposit Number             | Number assigned to the deposit associated with this journal voucher.                                                                                                                                         |

| Fields          | Descriptions / Buttons                                                                                                                                                                                        |                                                                                                                                               |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| NSF<br>(Status) | Indicates whether a Non-sufficient Funds condition is attached to this document.                                                                                                                              |                                                                                                                                               |
|                 | P Postable                                                                                                                                                                                                    | This document is postable, a non-sufficient funds condition does not exist.                                                                   |
|                 | N NSF                                                                                                                                                                                                         | A non-sufficient funds condition exists. If you have override authority, you may select the NSF Override checkbox to override this condition. |
| NSF Override    | Checkbox indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition. |                                                                                                                                               |
|                 | Selected                                                                                                                                                                                                      | User has NSF override authority.                                                                                                              |
|                 | Cleared                                                                                                                                                                                                       | User does not have NSF override authority.                                                                                                    |

#### *View Text Capability*

You may view text associated with an invoice. Select Text Information from the options list to access the General Text Entry Form (FOATEXT).

## Purchase Order Approval Form (FOQPACT)

You cannot approve documents from FOQPACT. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use the Purchase Order Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for purchase order document types. It cannot be reached directly from a menu.

Use this form to view the summary details of a purchase order document awaiting approval. FOQPACT displays current information for a purchase order including document number and total amount.

From the Item field, you may scroll through the commodities associated with this invoice. Select Count Hits from the Item field or select the Review Commodities button to navigate to the Commodities for Review Query Form (FOICOMM).

If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.

#### *View Text Capability*

You may view text associated with an invoice. Select the Document Inquiry button to access the Purchase/Blanket/Change Order Query Form (FPIPURR).

*Document Level Accounting Distribution*

You have the option of assigning the same accounting distribution (FOAPAL) for all the commodities in the purchase order on the Purchase/Blanket Order Form (FPAPURR).

**Note:** When you enter a purchase order into Finance on the Purchase/Blanket Order Form and the same accounting distribution applies to all the items listed in the purchase order, the system invokes Document Accounting Distribution processing when you view the document from FOQPACT.

When you navigate to FOQPACT the Item field remains blank when Document Accounting Distribution applies. The Total field contains the purchase order total for that particular accounting record when Document Accounting Distribution applies.

There are limits when you view the commodities listed in the purchase order with Document Accounting Distribution. You cannot scroll through the individual commodity items on FOQPACT. If you are unfamiliar with the commodity items, navigate to the Commodities for Review Query Form (FOICOMM) to display all the items associated with the requisition. Select Review Commodities to display FOICOMM.

| Fields         | Descriptions / Buttons                                                                      |
|----------------|---------------------------------------------------------------------------------------------|
| Purchase Order | Document number of the purchase order.                                                      |
| Chg Seq        | Sequence number assigned if the original purchase order has been changed.                   |
| Vendor         | Code and name of the vendor from who the services or commodities are purchased.             |
| Item           | Line item number of the commodity as it appears on the purchase order.                      |
| Commodity      | Description of the commodity.                                                               |
| Trans Date     | Date the transaction was processed or posted to the ledgers.                                |
| Seq#           | Accounting sequence number.                                                                 |
| COA            | Code representing the chart of accounts responsible for the payment of this purchase order. |

| <b>Fields</b>  | <b>Descriptions / Buttons</b>                                                                                                                                                                               |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YR             | Fiscal year this transaction was processed.                                                                                                                                                                 |
| Index          | Code representing the index assigned to this transaction.                                                                                                                                                   |
| Fund           | Code representing the fund from which the purchase order is paid.                                                                                                                                           |
| Orgn           | Code representing the specific person, organization or other subdivision of a fund responsible for the purchase order.                                                                                      |
| Acct           | Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the purchase order will be drawn. |
| Prog           | Code representing the group activities, operations or other units directed to attaining specific objectives to which the commodities or services on the purchase order will be applied.                     |
| Actv           | Code representing a temporary unit of work or short duration project within a program to which the commodities or services on the purchase order will be applied.                                           |
| Locn           | Code representing the physical location or site in which the specific activity will take place.                                                                                                             |
| Extended Amt   | Total extended cost of the commodities on the purchase order.                                                                                                                                               |
| Discount Amt   | Total discounts as established with the vendor, to be deducted from the extend cost of the commodities.                                                                                                     |
| Tax Amt        | Total tax amount as established by the vendor's tax group, to be added to the extended cost of the commodities.                                                                                             |
| Additional Amt | Total additional amount to be added to the extended cost of the commodities to allow for surplus charges, for example, shipping.                                                                            |
| Total          | Total amount of the purchase order.                                                                                                                                                                         |
| Proj           | Code representing the project for cost accounting tracking purposes                                                                                                                                         |

| Fields       | Descriptions / Buttons                                                                                                                                                                                                                                                                                                             |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NSF          | Indicates whether a non-sufficient fund condition exists with this document.<br><br>Y Yes      This document has a non-sufficient funds condition attached.<br><br>N No      This document does not have a non-sufficient funds condition attached.                                                                                |
| NSF Override | Checkbox indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.<br><br>Selected      User has NSF override authority.<br><br>Cleared      User does not have NSF override authority. |

## Requisition Approval Form (FOQRACT)

You cannot approve documents from FOQRACT. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use the Requisition Approval Form in conjunction with the Finance Approvals process.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for requisition document types. It cannot be reached directly from a menu.

Use this form to view the summary details of a requisition document awaiting approval. FOQRACT displays current information for a requisition including document number and net amount.

From the Item field you may scroll through the commodities associated with this invoice. Select Count Hits from the Item field to navigate to the Commodities for Review Query Form (FOICOMM). You may also select the Review Commodities button.

| Fields          | Descriptions / Buttons                                            |
|-----------------|-------------------------------------------------------------------|
| Request         | Document number of the requisition.                               |
| Number of Items | Number of items on the requisition.                               |
| Item            | Line item number of the commodities as listed on the requisition. |

| <b>Fields</b> | <b>Descriptions / Buttons</b>                                                                                                                                                                            |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commodity     | Description of the commodity.                                                                                                                                                                            |
| Net           | Total net dollar amount of the commodities on the requisition.                                                                                                                                           |
| Vendor        | Code and name of the vendor from whom the commodities or services are purchased.                                                                                                                         |
| Seq#          | Accounting sequence number.                                                                                                                                                                              |
| COA           | Code representing the chart of accounts responsible for the payment of the requisition.                                                                                                                  |
| Yr            | Fiscal year this transaction was processed.                                                                                                                                                              |
| Index         | Code representing the index assigned to this transaction.                                                                                                                                                |
| Fund          | Code representing the fund from which the requisition is paid.                                                                                                                                           |
| Orgn          | Code representing the specific person, organization or other subdivision of a fund responsible for the requisition.                                                                                      |
| Acct          | Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the requisition will be drawn. |
| Prog          | Code representing the group activities, operations or other units directed to attaining specific objectives to which the commodities or services on the requisition will be applied.                     |
| Actv          | Code representing a temporary unit of work or short duration project within a program to which the commodities or services on the requisition will be applied.                                           |
| Locn          | Code representing the physical location or site in which the specific activity will take place.                                                                                                          |
| Proj          | Code representing the project for cost accounting tracking purposes                                                                                                                                      |

| Fields       | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                              |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NSF          | Indicates whether a non-sufficient fund condition exists with this document.<br><br>Y Yes                      This document has a non-sufficient funds condition attached.<br><br>N No                        This document does not have a non-sufficient funds condition attached.                                                                               |
| NSF Override | Checkbox indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.<br><br>Selected                      User has NSF override authority.<br><br>Cleared                       User does not have NSF override authority. |
| Amount       | Total net dollar amount of the commodities on the requisition.                                                                                                                                                                                                                                                                                                      |

#### *View Text Capability*

You may view text associated with a requisition. Select Document Query from the options list to access the Requisition Query Form (FPIREQN). Select Next Block after FPIREQN displays.

#### *Document Level Accounting Distribution*

You have the option of assigning the same accounting distribution (FOAPAL) for all the items in the requisition on the Requisition Form (FPAREQN).

**Note:** When you enter a requisition into Finance on the Requisition Form and the same accounting distribution applies to all the items listed in the requisition, the system invokes Document Accounting Distribution processing when you view the requisition on FOQRACT.

When you navigate to FOQRACT, the Item field remains blank when Document Accounting Distribution applies.

There are limits to viewing the items listed in the requisition with Document Accounting Distribution. You cannot scroll through the individual commodity items on FOQRACT. If you are unfamiliar with the commodity items, navigate to the Commodities for Review Query Form (FOICOMM) to display all the items associated with the requisition. Select View Commodities to display FOICOMM.

Fixed Assets Approval Form (FOQFACT)

You cannot approve documents from FOQFACT. Approve documents from the User Approval Form (FOAUAPP) or the Document Approval Form (FOAAINP).

Use the Fixed Assets Approval Form in conjunction with the Finance Approvals process.

**NSF Override** does not apply to fixed asset adjustment documents because the adjustments are not affected by available balance checking.

**Note:** This form can be reached only by selecting the Detail button from the User Approval Form (FOAUAPP) for fixed assets document types. It cannot be reached directly from a menu.

Use this form to view the summary details of a fixed asset adjustment document awaiting approval. FOQFACT displays current information for a fixed asset adjustment including document number. FOQFACT enables you to view the document detail and override a non-sufficient funds condition if it exists.

| Fields          | Descriptions / Buttons                                                                                                                     |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Document        | Document number and description of the Fixed Asset.                                                                                        |
| Number of Items | Number of items on the adjustment.                                                                                                         |
| Function Code   | Code representing the function of the current adjustment document.                                                                         |
| Item            | Line number of the item on the fixed asset.<br><br>From the Item field, you may scroll through the assets associated with this adjustment. |
| Permanent Tag   | Description of the adjustment.                                                                                                             |
| Seq#            | Accounting sequence number.                                                                                                                |
| COA             | Code representing the chart of accounts responsible for the adjustment.                                                                    |
| Yr              | Fiscal year this transaction was processed.                                                                                                |
| Index           | Code representing the index assigned to this transaction.                                                                                  |
| Fund            | Code representing the fund from which the fixed asset is paid.                                                                             |

| Fields       | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                       |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orgn         | Code representing the specific person, organization or other subdivision of a fund responsible for the fixed asset.                                                                                                                                                                                                                                          |
| Acct         | Code representing the specific individual asset, liability, equity, revenue, expenditure, and/or transfer account classifications within a fund from which the payment of the fixed asset will be drawn.                                                                                                                                                     |
| Prog         | Code representing the group activities, operations or other units directed to attaining specific objectives to which the commodities or services on the fixed asset will be applied.                                                                                                                                                                         |
| Actv         | Code representing a temporary unit of work or short duration project within a program to which the commodities or services on the fixed asset will be applied.                                                                                                                                                                                               |
| Locn         | Code representing the physical location or site in which the specific activity will take place.                                                                                                                                                                                                                                                              |
| Proj         | Code representing the project for cost accounting tracking purposes                                                                                                                                                                                                                                                                                          |
| NSF          | Indicates whether a non-sufficient fund condition exists with this document.<br><br>Y Yes                      This document has a non-sufficient funds condition attached.<br><br>N No                        This document does not have a non-sufficient funds condition attached.                                                                        |
| NSF Override | Checkbox indicates whether the user has Non-Sufficient Funds override authority. If you have NSF override authority, check NSF Override and select Save. Saving overrides the non-sufficient funds condition.<br><br>Selected                  User has NSF override authority.<br><br>Cleared                    User does not have NSF override authority. |
| Amount       | Total net dollar amount of the commodities on the requisition.                                                                                                                                                                                                                                                                                               |

#### *View Text Capability*

You may view text associated with a fixed asset adjustment. Select Query Document from the options list to access the Fixed Asset Adjustment Query Form (FFIADJF). Select Next Block from FFIADJF.

## Document Approval Form (FOAAINP)

Use the Document Approval Form to display all the queues/levels responsible for the approval of a specified document. Access this form from the Finance Approval Menu (\*FINAPPR). You may also access this form by selecting the Queues button from the User Approval Form (FOAUAPP).

| Fields            | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                           |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document          | Number of the document you want to approve. This field will be populated if you navigated to this form by selecting the Approve button on FOAUAPP.                                                                                                                                                                                                                               |
| Type              | Code representing the type of document. If you do not know the document type or if you want to assign a new document type to this number, request a List. This takes you to the Document Type List (FTVDTYP). This field will be populated if you navigated to this form by selecting the Approve button on FOAUAPP.<br><br>(lookup)      List      Document Type List (FTVDTYP) |
| Chg Seq Num       | Sequential number assigned to a change when querying change orders or encumbrance changes.                                                                                                                                                                                                                                                                                       |
| Sub Num           | Submission number associated with journal vouchers.                                                                                                                                                                                                                                                                                                                              |
| Queue ID          | Code representing the queue associated with the document awaiting review.                                                                                                                                                                                                                                                                                                        |
| Queue Description | description of the queue.                                                                                                                                                                                                                                                                                                                                                        |
| Queue Level       | code representing the level of the approval in the queue.                                                                                                                                                                                                                                                                                                                        |
| Appr Level        | Indicates whether a document will be approved.<br><br>+      This document will be approved.<br><br>blank      This document is awaiting review.                                                                                                                                                                                                                                 |
| Queue             | Listing of documents in the queue.                                                                                                                                                                                                                                                                                                                                               |
| Level             | Level of the documents in the queue awaiting approval.                                                                                                                                                                                                                                                                                                                           |
| User              | The user associated with the document awaiting approval.                                                                                                                                                                                                                                                                                                                         |

| Fields      | Descriptions / Buttons                                                                                                      |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|
| In suspense | Indicates whether the document is in suspense if it is incomplete, not yet approved, or rolled back in the posting process. |
| Y           | The document is in suspense.                                                                                                |
| N           | The document is not in suspense.                                                                                            |

Select Approval History from the options list to access the Approval History Form (FOIAPHT). You may approve and/or disapprove documents on FOAAINP.

Select the Approve or the Disapprove buttons to complete the desired action. If you choose Disapprove, refer to the description of the Document Disapproval Text Entry Window that follows.

When no records exist for a document in the Approvals in Process Table (FOBAINP), the Approvals Process (FORAPPL) checks documents for NSF item indicators. If no NSF indicator flags exist, the system deletes the record of this document from the Unapproved Document Table (FOBUAPP). The system inserts a record into the Approved Document Table (FOBAPPD).

If NSF indicator flags exist, FORAPPL issues a warning message. The system routes documents to the NSF Queue for final approval. The system adds a record of this document to the Approvals in Process Table (FOBAINP). To override NSF, navigate to the appropriate approval form by selecting the Detail button or by using the Options menu on the main window. Upon NSF override, the system deletes the record.

Document Disapproval Text Entry Window

If you select Disapprove on the main window, the Document Disapproval Text Entry Window appears. A *DOCUMENT IS DISAPPROVED* message displays in the window. You may change the text of this message to more accurately represent the reason for disapproving a document.

Select OK to accept the disapproval reason, disapprove the document, and return to the main window of FOAAINP. Select Cancel to clear the disapproval message and return to the main window without disapproving the document.

Approvals Notification Form (FOIAINP)

The Approvals Notification Form (FOIAINP) displays automatically after you request any of the Banner Finance forms. You may also access FOIAINP from the Finance Approval Menu (\*FINAPPR). You can use this form at any time to display all documents that await your approval. FOIAINP provides a list of documents that you need to approve if the system shows your user ID to be the *next* approver.

The Number of Documents on FOIAINP corresponds to the documents for which you are the next approver.

FOIAINP is one of the first forms that you see in SCT Banner Finance. For FOIAINP to display, both of the following conditions must exist:

- Your installation must use the Approvals Process.
- Unapproved documents exist and you as an approver are the *next* approver for these documents.

| Fields              | Descriptions / Buttons                           |
|---------------------|--------------------------------------------------|
| Number of Documents | Number of documents per type, awaiting approval. |
| Document Type       | Type of document awaiting approval.              |
| Message             | Status of unapproved documents.                  |

*User Approval Form Information*

If you transfer to the User Approval Form (FOAUAPP), you may see a greater number of documents for your user ID than the number specified on FOIAINP.

Select User Approval from the options list to transfer to the User Approval Form (FOAUAPP) to view and approve documents. Select Exit to display the form that you requested before the system automatically displayed FOIAINP. When you select Exit, it neither discards nor approves the listed documents.

**Note:** You can *only* approve or disapprove documents on the User Approval Form (FOAUAPP) and the Document Approval Form (FOAAINP). The Originating User can disapprove a document using the Document by User Form (FOADOCU). When you disapprove (that is, deny) a document, the system inserts a record with a queue of DENY into the history table. Refer to the Processing Chapter to review approval procedures.

**Document Approval History Form (FOIAPPH)**

The Document Approval History Form provides an online display of the approval history for a specified document. Access this form from the Finance Approvals Menu (\*FINAPPR).

You may also access FOIAPPH from the Document Approval Form (FOAAINP) or the User Approval Form (FOAUAPP) by selecting the Approval History button.

| Fields           | Descriptions / Buttons                                                                     |
|------------------|--------------------------------------------------------------------------------------------|
| Document Code    | Code representing the document you want to look up.                                        |
| Doc Type         | Type of document associated with the document code.                                        |
| Chg Seq          | Sequential number assigned to a change when querying change orders or encumbrance changes. |
| Sub Num          | Submission number associated with journal vouchers.                                        |
| Queue ID         | Code representing the queue where the document awaited approval.                           |
| Queue Level      | Level in the queue where the document was approved.                                        |
| Approver's Name  | Name of the user who approved the document.                                                |
| Approved Date    | Date the document was approved.                                                            |
| Originating User | User who originated the document.                                                          |

When no records exist for a document in the Approvals in Process Table (FOBAINP), the Approvals Process (FORAPPL) checks documents for NSF item indicators. If no NSF indicator flags exist, the system deletes the record of this document from the Unapproved Document Table (FOBUAPP). The system inserts a record into the Approved Document Table (FOBAPPD).

If NSF indicator flags exist, FORAPPL issues a warning message. The system routes documents to the NSF Queue for final approval. The system adds a record of this document to the Approvals in Process Table (FOBAINP). Upon NSF override, the system deletes the record.

## Approval History Form (FOIAPHT)

The Approval History Form provides an online display of documents sorted by Document Code. A document that has been denied appears with a queue ID of DENY. You can access this form from the Finance Approval Menu (\*FINAPPR).

| <b>Fields</b>    | <b>Descriptions / Buttons</b>                                                                                                                                               |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Code    | Code representing the document you want to look up. If you do not know the document number, you may enter a portion of the number using the percent sign (%) as a wildcard. |
| Doc Type         | Type of document associated with the document number.                                                                                                                       |
| Chg Seq          | Sequential number assigned to a change when querying change orders or encumbrance changes.                                                                                  |
| Queue ID         | Code representing the queue where the document awaited approval.                                                                                                            |
| Queue Level      | Level in the queue where the document was approved.                                                                                                                         |
| Approver's ID    | ID number of the user who approved the document.                                                                                                                            |
| Approver's Name  | Name of the person who approved the document.                                                                                                                               |
| Approved Date    | Date the document was approved.                                                                                                                                             |
| Sub Num          | Submission number associated with journal vouchers.                                                                                                                         |
| Originating User | User who originated the document.                                                                                                                                           |

Submission numbers are only valid if you are querying journal vouchers and automatic journal vouchers. Change sequence numbers are only valid if you are querying change orders, purchase orders, and encumbrance changes.

## Approval Queue Routing Codes Form (FOMAQRC)

The Approval Queue Routing Codes Form enables you to establish routing paths for documents by document type, rule group, and chart of accounts. Access this form from the Finance Approval Menu (\*FINAPPR).

You may define a variety of accounting information to the route. A queue may have more than one routing criterion.

Enter the Queue ID field. The approval process matches the fund, organization, and account identified on FOMAQRC with the fund, organization, and account specified on the transaction being approved.

The following fields in this block further define your routing criteria

| Fields            | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                                           |      |                                     |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------|
| Queue ID          | Code representing the queue where you want to place the document is awaiting approval. If you do not know the Queue ID, request a List. This takes you to the Approval Queue ID List (FTVAPPQ).                                                                                                                                                                                                                                                  |      |                                     |
|                   | (lookup)                                                                                                                                                                                                                                                                                                                                                                                                                                         | List | Approval Queue ID List (FTVAPPQ)    |
| Document Type     | Code representing the type of document that you want to route to this queue. If you do not know the queue, request a List. This takes you to the Document Type List (FTVDTYP).                                                                                                                                                                                                                                                                   |      |                                     |
|                   | (lookup)                                                                                                                                                                                                                                                                                                                                                                                                                                         | List | Document Type List (FTVDTYP)        |
| Rule Group        | Code representing the rule group containing the rule classes used by this document. If you do not know the rule group, request a List. This takes you to the Rule Group List (FTVRUGR).                                                                                                                                                                                                                                                          |      |                                     |
|                   | (lookup)                                                                                                                                                                                                                                                                                                                                                                                                                                         | List | Rule Group List (FTVRUGR)           |
| Chart of Accounts | Code representing the chart of accounts assigned to this document. All codes using this chart of accounts will be routed to this queue. If you do not know the chart of accounts, request a List. This takes you to the Rule Group List (FTVCOAS).                                                                                                                                                                                               |      |                                     |
|                   | (lookup)                                                                                                                                                                                                                                                                                                                                                                                                                                         | List | Rule Group List (FTVCOAS)           |
| Fund              | Code representing the fund assigned to this document. If you do not know the fund, request a List. This takes you to the Fund Code Validation Form (FTVFUND). The system validates fund codes using the Fund Validation Table (FTVFUND). If you enter a high level fund, the system routes its subordinate funds to this queue unless a more specific queue definition exists containing the subordinate fund or a fund closer in the hierarchy. |      |                                     |
|                   | (lookup)                                                                                                                                                                                                                                                                                                                                                                                                                                         | List | Fund Code Validation Form (FTVFUND) |

| Fields       | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fund Type    | <p>Code representing the fund type assigned to this document. If you do not know the fund type, request a List. This takes you to the Fund Type List (FTVFTYP). The system validates fund type codes using the Fund Type Validation Table (FTVFTYP). You may enter either Level 1 or Level 2 Fund Types. Use these fund type levels to differentiate routing unrestricted and restricted funds, if applicable.</p> <p>Note: You cannot enter both a fund and a fund type.</p> <p>(lookup)      List      Fund Type List (FTVFTYP)</p>                                 |
| Organization | <p>Code representing the organization assigned to this document. If you do not know the organization, request a List. This takes you to the Organization Code Validation Form (FTVORGN). The system validates organization codes using the Organization Validation Table (FTVORGN). Enter this field to route documents for approval based on departmental requirements.</p> <p>Note: You cannot enter both a fund and a fund type.</p> <p>(lookup)      List      Organization Code Validation Form (FTVORGN)</p>                                                    |
| Account      | <p>Code representing the account assigned to this document. If you do not know the account, request a List. This takes you to the Account Code Validation Form (FTVACCT). The system validates organization codes using the Account Validation Table (FTVACCT). Define this field to further specify document routines. Use an account type code to route certain types of accounts (e.g., capital equipment purchases).</p> <p>Note: You cannot enter both an account and an account type.</p> <p>(lookup)      List      Account Code Validation Form (FTVACCT)</p> |
| Account Type | <p>Code representing the account type assigned to this document. If you do not know the account type, request a List. This takes you to the Account Type List (FTVATYP). The system validates account type codes using the Account Type Validation Table (FTVATYP). Define this field to further specify document routines. Use an account type code to route certain types of accounts (e.g., capital equipment purchases).</p> <p>Note: You cannot enter both an account and an account type.</p> <p>(lookup)      List      Account Type List (FTVATYP)</p>        |

| Fields  | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                 |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program | Code representing the account type assigned to this document. If you do not know the account type, request a List. This takes you to the Program Code Validation Form (FTVPROG). The system validates program codes using the Program Validation Table (FTVPROG). Enter this field to route documents for approval based on departmental requirements. |
|         | (lookup)      List      Program Code Validation Form (FTVPROG)                                                                                                                                                                                                                                                                                         |

If one queue contains a fund and another queue contains an organization and you enter a document with both values defined, the system routes the document to the queue defined with the fund versus the organization.

FOMQRC defines the precedence by the order of the values displayed. Fund takes precedence over fund type. Fund and fund type take precedence over organization. Organization takes precedence over account. Account takes precedence over program code.

The system uses the following selection criteria when an exact match does not exist:

- Any combination of fund, organization, and account match. Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account for those records that have the same number of matches.
- The fund matches on this form and the transaction is awaiting approval.
- The organization matches on this form and the transaction is awaiting approval.
- The account matches on this form and the transaction is awaiting approval.
- The program matches in this form and the transaction is awaiting approval.
- There are no matches. However, the system matches the record that is the fewest number of levels away from the transaction.

**Note:** Specify levels using the validation forms for fund, organization, account, and program. Fund has a higher selection criteria than organization, and organization has a higher selection criteria than account. Account has a higher selection criterion than program for those records that are the same number of levels away from the transaction.

## Approval Queue Maintenance Form (FTMAPPQ)

Use the Approval Queue Maintenance Form to establish document approval queues and optionally associate next queues. Access this form from the Finance Approval Menu (\*FINAPPR).

You may associate an unlimited number of levels to a queue ID.

| Fields         | Descriptions / Buttons                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Queue ID       | ID number of the queue you want to define.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Queue Limit    | Dollar amount that triggers further document routing to appropriate queues for approval by document total amount. The dollar amount in the Queue Limit field generally equals the amount of the last approver (highest level approver) within the queue. Define additional provers in the queue.                                                                                                                                                           |
| Next Queue     | If you enter 0 (zero) in the Queue Limit field, the system automatically looks for a value in the Next Queue, regardless of the approval limits of the levels defined for this queue. The system routes documents to approval levels in that next queue. If a next queue does not exist, the Approval Process (FORAPPL) issues an error message that there are no levels defined to approve this document. View these error messages using FORAPPL output. |
| Eff Date       | Date the approver level becomes effective.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Term date      | Date the approver level becomes disabled.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| NCHG Date      | Date representing a change to this level, for example, user ID or approval limit changes.                                                                                                                                                                                                                                                                                                                                                                  |
| Level          | Level of the approver                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| User ID        | Banner ID of the user as established on the user profile maintenance form used to associate the approval queue with the user. If you do not know the User ID, request a List. This takes you to the User Profile List Form (FUVPROF)                                                                                                                                                                                                                       |
|                | (lookup)      List      User Profile List Form (FUVPROF)                                                                                                                                                                                                                                                                                                                                                                                                   |
| Name           | Names or titles of the members of the queue.                                                                                                                                                                                                                                                                                                                                                                                                               |
| Approval Limit | Maximum dollar amount the user can approve.                                                                                                                                                                                                                                                                                                                                                                                                                |

There may be an unlimited number of levels assigned to a queue ID.

To remove all levels associated with a queue ID, select Delete from the detail block. You cannot delete individual levels. Copy the record and enter the termination date in the Term Date field to inactivate the level.

To change an approval level, insert a record and then duplicate the record. Enter the changes and select Save.

To query established queue IDs, enter a query. Enter the queue ID and execute the query.

*NSF Queue*

Documents already approved but still containing an NSF condition may not obtain final approval until you satisfy this condition. The system routes these documents to a hard coded NSF queue and to the pre-defined levels for that queue. Define NSF queue levels using FTMAPPQ, the same as any other system approval queue.

Since the system uses the NSF queue globally for all documents, *you do not have to establish routing criteria* using the Approval Queue Routing Codes Form (FOMAQRC).

The only requirement is that the user ID defined within the NSF Queue has NSF override capability as established on the User Profile Maintenance Form (FOMPROF).

**Document by User Form (FOADOCU)**

Use the Document by User Form to display a list of documents originated by a specific user. If a document is pending approval, the originating user can deny the document and change the status to *Incomplete* in order to make corrections or delete. You can access this form from the Finance Approval Menu (\*FINAPPR).

| Fields      | Descriptions / Buttons                                                                                                                                                                                                            |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orig ID     | ID for the user for whom you want to display documents.                                                                                                                                                                           |
| COA         | Chart of accounts                                                                                                                                                                                                                 |
| Fiscal Year | Fiscal year                                                                                                                                                                                                                       |
| Type        | Allowable values are as follows:<br>REQ            Requisition<br>PO             Purchase Order<br>ENC            General Encumbrance<br>INV            Invoice<br>JV             Journal Voucher<br>blank          All documents |

| Fields              | Descriptions / Buttons                                                                                                                                                                                                |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document            | Number representing the document you want to query. To view all documents assigned to this user, leave this field blank. To query one or more specific documents, either enter a document number or the wildcard (%). |
| Status              | Status of the documents you want displayed. To display all documents, leave this field blank.                                                                                                                         |
| Activity Date, From | Beginning activity date for which documents can be displayed.                                                                                                                                                         |
| Activity Date, To   | Ending activity date for which documents can be displayed.                                                                                                                                                            |
| Document Status     | Status for this document.                                                                                                                                                                                             |
| Document Type       | Type of this particular document.                                                                                                                                                                                     |
| Document Code       | Code that represents this document.                                                                                                                                                                                   |
| Chg No.             | Sequence number associated with change orders that apply to this document.                                                                                                                                            |
| Sub No.             | Submission number associated with journal vouchers and invoices that apply to this document.                                                                                                                          |
| Description         | Short description of this document.                                                                                                                                                                                   |
| Activity Date       | Date associated with this document.                                                                                                                                                                                   |
| Document Amount     | Amount of the transaction.                                                                                                                                                                                            |
| Deny Doc            | Button that indicates, when highlighted, that the document is pending approval. Select to deny and re-open the document.                                                                                              |

### Approval Queue Validation Form (FTVAPPQ)

Use the Approval Queue Validation Form to view valid approval IDs, descriptions, and queue limits. Access this form from the Finance Approval Menu (\*FINAPPR).

This is a query-only form.

| Fields               | Descriptions / Buttons                                                                                                                                                                                      |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Queue ID             | ID number of the queue you want to define                                                                                                                                                                   |
| Description          | Description of the documents awaiting review.                                                                                                                                                               |
| Next Queue           | ID number of the next queue.                                                                                                                                                                                |
| Queue Limit          | Established dollar amount reflecting the limit to which a document is subject for review.<br>999999999.99 represents infinity                                                                               |
| Approval<br>Required | Indicates whether the document is to be reviewed for approval<br>Y Yes            This document is to be reviewed for approval.<br>N No            This document does not need to be reviewed for approval. |